

TOWN OF BLOOMFIELD

POLICY MEMORANDUM

SUBJECT: Personal Electronic
Devices Policy

NO: 146.01
DATE: 9/10/2013
AMENDED:

DISTRIBUTION: All Departments

BY: Sandy Rosenberg,
Director of Information
Systems and Technology

APPROVED: _____

I. PURPOSE

This policy relates to computing devices such as notebook computers and tablets. It establishes the policies and procedures for the issuance, use, and disposal of personal computing devices such as notebook or tablet computers. Please note that the Town's *Acceptable Use Policy for Data and Communications Equipment* applies to all Town owned devices. This policy is an addition to the latter, not a replacement for it. The Town Portable Communication Device Policy (0510.1) may also apply for devices that make use of the Town wireless data subscription.

II. ELIGIBILITY

- A. Town Councilors may be given a notebook computer or tablet to use for Town Business such as receiving agendas and packets. Minutes secretaries may receive a portable computer at the discretion of the Town Manager. Town Employees may be provided a notebook computer or tablet by the Town if they have a business need for it.
- B. All notebooks or tablets must be purchased through the IT Department. The IT Department must be informed well in advance so that the cost can be inserted into the next budget cycle.

III. CONDITIONS

- A. The notebook/tablet computers remain the property of the Town and shall be returned to the IT Department in good condition when the Town determines that they are no longer useful to the possessor, and/or when the possessor terminates his or her relationship with the Town.
- B. The device shall not be used for any business purposes other than Town business.
- C. As with any Town Owned computer, there is no guarantee that any data on the device will remain private. All data, reports, and information stored or created on Town owned devices are the property of the Town.

- D. The device should be used only by the person it was allotted to, not family members, friends, or other parties. The password should not be communicated to other people.
- E. The Town provides the device with software that it has licensed. No unlicensed software of any kind may be loaded on the device.
- F. Town owned devices must not be used to carry out any illegal action.
- G. The Town is not responsible for installation or configuration of any hardware or software that is not loaded on the device at the time that the user receives it. This includes, but is not limited to data communications software needed for the user's internet connection, and the installation and/or configuration of peripheral devices such as printers or cameras.
- H. The device shall not be used for political action of any kind.
- I. Care must be taken to protect the physical safety of the device. It should not be left in unsafe conditions such as hot or very cold motor vehicles. Care should be taken to protect it from theft.

IV. MAINTENANCE

- A. The devices are set up for automatic updating of the Operating System, the anti-virus program, and any other software provided. It is the user's responsibility to see to it that those updates are carried out. If the user has any reason to suspect that such updates are failing (for example, the anti-virus says that its data base is obsolete), he or she should bring the device to the IT Office for possible repair.
- B. The Town does not back up any files on these devices. Backup is the responsibility of the user. Backups can be done to any mass storage device, and any legal backup software may be used. We strongly encourage you to back up your data.
- C. In the case of a virus infection, bring the device to the IT Office for cleaning. In this event, we cannot guarantee to retain the data stored on the computer.

V. SEPARATION

- A. The Town recognizes that elected officials or employees leaving the Town may want to purchase personal computing devices assigned to them. They may do so with the permission of the Town Manager.
- B. The price of the device should be based on what it would cost the Town to replace it with a reconditioned unit of the same model.
- C. Before the device can be purchased, it must be returned to the IT office so that all documents, spreadsheets, presentations, charts, recordings, images, and any other digital data used in the conduct of Town business can be backed up to the Town's network.
- D. All software purchased or licensed by the Town shall be removed from the device prior to its release. The only exceptions are operating system software and hardware drivers that were purchased with the device.

- E. All proprietary information used in conducting Town business, except that which is considered to be a public record must be removed from the device. This may include, but is not limited to, documents, spreadsheets, presentations, charts, recordings, images, and any other digital data used in the conduct of Town business that contains personally identifiable information about employees, their families, or members of the community. Also included in this category is any information that qualifies for protection under Federal HIPAA regulations such as employee medical information or patient care information.

APPENDIX A
AGREEMENT FOR USERS OF TOWN OWNED PORTABLE COMPUTING DEVICES

I understand that the Town of Bloomfield has granted me the use of the following device:

I certify that I have received, read and understood the Portable Computing Devices Policy and will comply with the conditions within it.

Name

Department

Signature

Date